



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE INTELLIGENCE SERVICE
WASHINGTON DC 20330

REPLY TO
ATTN OF:

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5 Nov 80

SUBJECT: Formatting of APEX Document Control Numbers

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TO: Mr. [REDACTED]
Chief, Special Security Center
Office of Security

1. The APEX Implementation Working Group at HQ USAF has submitted a suggestion on the formatting of APEX document numbers which should be implemented community wide.
2. Since under APEX it will be especially important for the control number to be reflected correctly on correspondence, on receipts, in ADP programs, on audit inventories, etc., it is vital that any chance for error be kept to an absolute minimum.
3. Administratively, it has been proven that with longer numbers, when the digits are typed together, the chance for error increases. For instance, social security numbers are divided into sections which are separated with a dash (531-46-7923). This format makes it easier for administrative personnel to correctly copy the long succession of digits.
4. For its part, the Air Force proposes to separate its APEX document control numbers in a similar manner. For instance, instead of controlling a document with the number, A-1752935/80, we anticipate using the number, A-1-752-935/80. As the volume of APEX documents increases in the future, and the APEX document numbers become longer, this system will become even more advantageous. A future number might look like A-327-489-361/88.
5. Recommend this format for reflecting APEX document control numbers be adopted by the APEX Control Staff.


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